

## **BLOOMFIELD TOWN COUNCIL**

### **ADMINISTRATION & EDUCATION SUBCOMMITTEE**

There was a regular meeting of the above referenced subcommittees held on Monday, December 5, 2016 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rivers, DeLorenzo, Deputy Mayor Schulman

Other Council Members present: Mayor Gamble

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council

Absent was: Councilor Hypolite

The meeting was called to order at 6:40 p.m.

#### **Discussion and Possible Action – Status Report regarding Ordinance/Regulations (Pershing Park Requests)**

This item is under staff review and research. An update will be provided at the next scheduled subcommittee meeting.

#### **Administrative Report from the Town Manager**

Mr. Philip K. Schenck, Jr., Town Manager briefly reported updates on the town efforts regarding Economic Development, MDC Default Proposal – City of Hartford and the Bond Refinancing of 2010/2011 School Bonds.

#### **Town Manager Goals FY 16/17 Status Report**

Mr. Philip K. Schenck, Jr., Town Manager gave an update of his goals from August 1, 2016 – July 30, 2017.

#### **Communications**

- The new town website is scheduled to launch on November 18, 2016. The town chose Virtual Town Hall as the new vendor. The benefits of the new website will provide residents will the ability to have agendas sent electronically. Staff will continue to work on technical issues and updates.
- Mr. Schenck, Jr. announced the creation of the Town Citizen's Academy. This academy will provide residents with first-hand knowledge and experience of town business and departmental functions.

#### **Major Capital Projects**

- The Capital Improvement budgets were submitted by staff on December 2, 2016.
- The Granby Street pavement rehabilitation/drainage project funding has been decreased by \$100,000. The remaining funds will be reallocated to another project.
- Filley Park – the town engineer will draft a letter to local legislators, Congressman John Larson, U.S. Senator Christopher Murphy and U.S. Senator Richard Blumenthal requesting support in efforts to resolve issues with the Army Corp of Engineers to reinstate permits to proceed.
- Approximately \$700,000 was approved for design work on Phase II of the Filley Park project. This phase will completed the dredging and dam restoration.
- There are no current updates with the Prosser Library renovation project.
- The budget referendum for capital projects of 330 Park Avenue – Human Services Building and the Public Works have been approved. Both projects have appointed building committees. The eminent domain ruling on land connected to the Southwood Road Public Works complex was in the town's favor. However, an appeal was filed by the disputing party. A decision regarding this appeal will be decided within 60-90 days.
- On December 12 – 13, 2016, the Public Works Department will host the national accreditation team to review department standards and procedures for approval of accreditation.
- The Mountain Avenue sidewalk project is expecting to begin in spring 2017.

#### Economic Development

- Mr. Schenck, Jr. reported that the town is optimistic about a potential move of Trader Joe's move to Bloomfield.
- A draft template of the Tax Abatement policy has been submitted to Council for review.
- The Butler Construction Company, Inc. presented a proposal to build their new corporate headquarters on West Dudley Town Road in Bloomfield. They are scheduled to present before the Land Use and Economic Development subcommittee meeting on December 20, 2016.
- The old Valco property is being revitalized with a proposal for 38 new units' affordable housing. Approximately 10 units will be dedicated to supporting residents by FAVAR – Muscular Dystrophy population. The remaining 28 units will be dedicated to low income individuals and families. Approximately, \$300,000 is need for Brownfield remediation and this project will also provide natural gas to residents residing on Lincoln Terrace.
- There is a pending Inland Wetlands Commission review for the proposed 138 units across from the First Cathedral.
- The last available property located behing Lowe's in Copaco Center is being considered for a small machinery shop.

- Attorney Martin Clayman representing the FRC Housing project on Douglas Street will present a request for an option agreement extension.
- The State Department of Transportation will make a presentation to the Town Council on December 12, 2016 regarding a roundabout proposal for the Town Center on Tunxis, Mountain and Bloomfield avenues.

### Financial Management

- Mr. Schenck, Jr. reported brief updates regarding the following items:
  - Adopted a new fund balance policy
  - Creation of a new debt management policy
  - Completion of 2010/2011 Bond Refinancing will a net savings of \$400,000
  - Debt modeling – both referendum projects
- Mr. Schenck, Jr. also reported that Mr. Todd Helms began his employment on November 28, 2016 as the new Town Assessor.

### Personnel Management

- There have been several issues with negotiations of union contracts with the UPSEU and Police.
- The Council approved the Summary Pension Plan documents for non-union employees.
- Human Resources will continue to work on updates with the employee handbook.
- HRC Consultants will provide an Affirmative Action update in January 2017.
- Mr. Schenck, Jr. will explore the idea of creating an apprenticeship program with the Public Works department.

### Public Comments

There was no public comment.

### Approval of Minutes

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to approve the minutes of November 7, 2016.

### Adjournment

It was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 7:15p.m.